



## **Appeals Litigation Attorney (Assistant Counsel)**

### **TENNCARE OVERVIEW**

TennCare is Tennessee's managed care Medicaid program that provides health insurance coverage to certain groups of low-income individuals such as pregnant women, children, caretaker relatives of young children, older adults, and adults with physical disabilities. TennCare provides coverage for approximately 1.3 million Tennesseans and operates with an annual budget of approximately \$12 billion. It is run by the Division of TennCare with oversight and some funding from the Centers for Medicare and Medicaid Services (CMS).

### **WHY WORK AT TENNCARE?**

TennCare's mission is to improve the lives of Tennesseans by providing high-quality cost-effective care. To fulfill that purpose, we equip each employee for active participation and empower teams to communicate and work collaboratively to improve organizational processes in order to make a difference in the lives of our members. Because of the positive impact TennCare has on the lives of the most vulnerable Tennesseans, TennCare employees report that their work provides them with a sense of meaning, purpose, and accomplishment. TennCare leadership understands that employees are our most valuable resource and ensures professional and leadership development are a priority for the agency.

### **JOB AND DEPARTMENTAL OVERVIEW**

The Division of TennCare is seeking a Litigation Attorney in the TennCare Eligibility Appeals Organization within the Division of Member Services. Under the general supervision of a Lead Attorney, a litigation attorney will represent the State at TennCare eligibility appeals proceedings. These proceedings will require Litigation Attorneys to draft pleadings, manage discovery, examine witnesses and argue before TennCare Administrative Judges. To obtain a just outcome, the Litigation Attorneys will work with Resolution Specialists, Litigation Assistants, and Legal Assistants, as well as with appellants or appellants' counsel.

### **RESPONSIBILITIES**

- Work data quality tasks in the Master Data Management (MDM) through resolution
- Work tasks in the Data Steward Queue in TEDS that are created by case workers/supervisors
- Correct person demographics if appropriate in source systems and complete necessary actions to complete a merge or unmerge if necessary.

- Liaise with interagency divisions and technical support groups to ensure data quality is maintained throughout Member Services business units.
- Utilize a variety of computer systems and databases in the support of the eligibility determination business process.

## MINIMUM QUALIFICATIONS

- Bachelor's Degree from an accredited college or university
- Juris Doctor from an accredited college or university
- Active License to practice law in Tennessee
- Ability to foster and maintain cohesive working relationships
- Ability to adapt to changing priorities and deadlines
- Ability to exercise sound judgment
- Strong organizational skills necessary, including the ability to prioritize, multi-task and manage workload to meet specific timeframes and deadlines
- Excellent writing and communication skills required
- Ability to interpret and execute public policy

## DESIRABLE QUALIFICATIONS

- Knowledge of and experience with Administrative Procedures a plus
- Previous litigation experience a plus

**JOB LOCATION:** Nashville, Tennessee

**HOW TO APPLY:** Qualified candidates should send their resumes along with a cover letter to [MemberServices.Jobs@tn.gov](mailto:MemberServices.Jobs@tn.gov) by **October 30, 2019**. Please include Appeals Litigation Attorney-Assistant Counsel in the subject line of the email.

### **Position Status: Executive Service**

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*